

**MANAGEMENT INFORMATION TECHNOLOGY SERVICES
MANAGEMENT BOARD REGULAR MEETING
DECEMBER 6, 2005**

The Tippecanoe County Management Information Technology Services Management Board met in the Tippecanoe Room in the County Office Building on Tuesday, December 6, 2005, at 9:00 A.M. Present were: Clerk and President Linda Phillips, Auditor and Vice President Robert A. Plantenga, Treasurer Oneta Tolle, Commissioners KD Benson and Ruth E. Shedd, Councilmembers Betty J. Michael and Kevin L. Underwood, Courts' Representative Kathy Timberlake, MITS Executive Director Diane Hawkins, and Secretary Pauline E. Rohr. (Commissioner John L. Knochel was absent.)

President Phillips called the meeting to order.

APPROVAL OF MINUTES

- Councilmember Michael moved to approve the September 20, 2005 Minutes as distributed, seconded by Ms Timberlake; motion carried.

INTRANET SITE

Mrs. Hawkins said the MITS Department is in the design stage of an intranet site for County employees to access information pertinent to them. It will be available to only County employees and will contain such information as payroll forms and announcements that can be accessed at work or from home. MITS plans to test the site next week for possible implementation in early 2006.

JOB APPLICATIONS

Department heads are now able to review job applications on the web site. This is an effort to avoid excessive printing.

DATABASE ACCESS FOR LAWSON & ASSESS95

Mrs. Hawkins announced they are running out of disk space on the Unisys computer that holds the Tax and Assess data. Although only 10% of the total space is left, replacement is not an option due to the lack of funding. One option is to remove Lawson, the payroll and accounting database used by the Auditor's Office until the end of 2002. A second option is to remove Assess95.

Auditor Plantenga said Lawson was used until the end of 2002 so he would like to keep it one (1) more year because of the three (3) year rule for the audit. Only two years, 2003 and 2004, have been audited with the HTE System. He reported the Payroll Clerk receives approximately two (2) requests a week from PERF regarding employee contributions that do not appear on the W2. Mrs. Hawkins said there is not enough disk space for both databases and, once a database is removed, it cannot be restored because that disk space will be used for tax records. She said it will be backed up and stored offsite on tape. Commissioner Benson asked if it can be exported in another form. Mrs. Hawkins responded it cannot because it is a proprietary database that only runs on a Unisys mainframe.

Mrs. Hawkins said Assess95, used through 2001, is only updated by the Fairfield Township Assessor. The other three Assessors only use and update Assess02. MITS Programmer Kent Kroft, who was in the audience, said he is unsure why Fairfield updates Assess95. President Phillips asked if all records except Fairfield's could be eliminated to free up disk space. Mrs. Hawkins said she would be concerned that records wouldn't match. Commissioner Benson asked if another drive could be added. Mrs. Hawkins said a larger drive could probably be

added to the Unisys server but she hasn't checked into the availability or cost. She said only \$75,000 is budgeted in 2006 for replacement.

EXCEL/WORD TRAINING

Mrs. Hawkins announced that MITS is willing to hold basic or advanced training on Excel and Word for interested employees. She said they can accommodate 8-12 in the Training Room.

MEETINGS

The January MITS Board Meeting will be held on Wednesday, January 18, 2006 at 9:00 A.M.
The February MITS Board Meeting will be held on Wednesday, February 22, 2006 at 9:00 A.M.
Both meetings will be held in the Tippecanoe Room in the County Office Building.

BOARD COMMENTS

Treasurer Tolle reported her office experiences problems when they do not have access to the Assessors' program for Mobile Home Assessments before Assessment Notices are sent. She said they need current assessment numbers before issuing Mobile Home and ABC Permits. Her current policy is to add 15% to the last known assessment which could make money or lose money for the County. Their other alternative is to contact the Assessor but she said that is very inefficient.

Auditor Plantenga said the Auditor has access before the assessing numbers are finalized and he agreed the Treasurer also needs those numbers to do her job.

Mrs. Hawkins said she will bring up the issue with the Assessors.

Treasurer Tolle wondered if offices could receive prompt notification when a job is completed from a work order. She said they have to call and may be told the job was completed two weeks ago. Mrs. Hawkins agreed departments should receive prompt notification, and said she will discuss this with her staff.

ADJOURNMENT

Auditor Plantenga moved to adjourn, seconded by Treasurer Tolle; motion carried.

Robert A. Plantenga, Auditor